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# Career Sea Pay/Time (Multiple Entry)

## Introduction:

This section provides the procedures for starting, changing, and stopping Career Sea Pay. This entitlement is authorized for all members in pay-grades E-1 through O-6. Eligible members must be permanently or temporarily assigned for duty to a vessel, ship-based staff (including a mobile unit) or ship-based aviation unit pursuant to orders issued by competent authority and the vessels/units primary mission must be accomplished underway.

## Reference:

Chapter 4 - U.S. Coast Guard Pay Manual

## Single Entries

To make entries for a few members or to make corrections and deletions, click [here](#) for instructions on making single entries.

## Procedure:

**Stop Hardship Duty Pay the day before a member becomes entitled to Career Sea Pay, if applicable. Career Sea Pay/Time automatically stops the day of PCS departure. Career Sea Pay Premium, if running, will automatically stop when Career Sea Pay/Time is stopped.**

**Do not submit an entry to change the level of entitlement for personnel performing the mission of a mobile unit. They are entitled to Level 1 Sea Pay regardless of temporary assignment.**

Authorized units are listed under the Unit File Inquiry (L4) option of JUMPS Online Inquiry.

Start CGHRMS, [sign-in](#) and follow these steps to start, stop, correct, or delete Career Sea Pay.

1 [Select](#) Menu items in the following order.

[Home](#) > [Compensate Employees](#) > [Maintain Entitlements](#) > [Use](#) > **Manage Multiple Entitlements**

The Multiple Entitlement Panel appears as shown below.

The screenshot shows the 'Multiple Entitlements' panel. It has a title bar 'Multiple Entitlements' and a 'Close' button. Below the title bar is the 'Entitlement to Administer' section, which contains fields for 'Earnings Code', 'Start Date', 'Stop Date', and 'Earnings Type'. The 'Selection Criteria' section includes a 'Department' dropdown, checkboxes for 'Enlisted', 'Active', 'Officer', and 'Reserve', and a checkbox for 'Include Parent and Sub Departments'. Below these sections are three buttons: 'Refresh List', 'Select All', and 'Unselect All'. At the bottom is a table with columns: 'Selected', 'Name', 'Short Description', 'Employee Classification', 'Salary Grade', 'Department', 'EmpID', 'Empl Rcd Mtn', and two empty columns. The table has one row with a '1' in the 'Selected' column and a checkbox. Below the table is a 'Save!' button.

Multiple Entitlements

Entitlement to Administer

\*Earnings Code: [ ] [ ] Start Date: [ ] [ ] Stop Date: [ ] [ ]

\*Earnings Type: [ ] [ ]

Selection Criteria

Department: AUSCG [ ] [ ] ☒ Enlisted ☒ Active

☒ Officer ☒ Reserve

☒ Include Parent and Sub Departments

Refresh List Select All Unselect All

Selected	Name	Short Description	Employee Classification	Salary Grade	Department	EmpID	Empl Rcd Mtn		
1	<input type="checkbox"/>					[ ] [ ]	0	+	-

Save!


*Continued on next page*

2

Complete the “Entitlement to Administer” fields as outlined below.

**Warning!** Mistakes will require extensive single entry rework!!

**Please Double Check Your Work Before Saving!**

Type “CSP” in the Earnings Code field shown below or use the magnifying glass  to search and select the Career Sea Pay Earnings Code.









Entitlement to Administer

\*Earnings Code: CSP  Start Date:  Stop Date: 

\*Earnings Type: 

Complete the remaining fields as outlined below.








Field	Action
Start Date	Use the calendar button  to <u>select</u> the desired date or enter the start date in MMDDYYYY format.   <u>Leave this field blank when stopping continuous Career Sea Pay.</u>
Stop Date	Use the calendar button  to <u>select</u> the last date of entitlement or enter the stop date in MMDDYYYY format. This field can be future dated.   <u>Leave this field blank when entering continuous Career Sea Pay.</u>
Earnings Type	<u>Type</u> in the code if known or use the  to search and <u>select</u> from a listing of available earning types.   <u>Be sure to select the proper earnings type. The Stop Date will default to the current date if left blank and “HF1MTH” is selected.</u>
Earnings Type Description	Pre-filled. Ensure the proper earnings type is shown.

*Continued on next page*

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Complete the “Selection Criteria” fields as outlined below.

Selection Criteria			
Department:	AUSCG		
	<input checked="" type="checkbox"/> Enlisted	<input checked="" type="checkbox"/> Active	
	<input checked="" type="checkbox"/> Officer	<input checked="" type="checkbox"/> Reserve	
<input checked="" type="checkbox"/> Include Parent and Sub Departments			

Field	Action
Department	<p>There are 2 lookup boxes located next to Department...</p> <p><b>Leave the first box set to AUSCG (Active Duty USCG) as shown below.</b></p> <p>Department: AUSCG  </p> <p></p> <p><u>Type</u> the Department Code in the 2<sup>nd</sup> block shown below or use the  to search and <u>select</u> from a listing of available codes.</p> <p>Department: AUSCG  </p> <p></p> <p>The level of sea pay will be based on the Department ID.</p>
Enlisted	A checkmark <input checked="" type="checkbox"/> indicates enlisted personnel will be included in the selection. Click on the box to remove enlisted personnel, if desired. A blank box <input type="checkbox"/> indicates enlisted personnel have been removed from the selection criteria.
Active	Always leave this item checked.
Officer	A checkmark <input checked="" type="checkbox"/> indicates officers will be included in the selection. Click on the box to remove officers, if desired. A blank box <input type="checkbox"/> indicates officers have been removed from the selection criteria.
Reserve	A checkmark <input checked="" type="checkbox"/> indicates reserve personnel will be included in the selection. Click on the box to remove reserve personnel, if desired. A blank box <input type="checkbox"/> indicates reserve personnel have been removed from the selection criteria.
Include Parent and Sub Departments	A checkmark <input checked="" type="checkbox"/> indicates sub departments will be included in the selection. Click on the box to remove sub departments, if desired. A blank box <input type="checkbox"/> indicates sub departments been removed from the selection criteria.

*Continued on next page*

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[Click](#) the [Refresh List](#) button. A listing of personnel meeting the criteria in the previous step appears in the table below.

Find  < 1 of 1 >									
	Selected	Name	Short Description	Employee Classification	Salary Grade	Department	*EmplID	Empl Rcd Nbr	
1	<input type="checkbox"/>	Bunger,Dale E.	PERS2	Regular	W2	003388	1096404	0	<a href="#">+</a> <a href="#">-</a>



Clicking on this button in later steps will undo all changes.

5

## Select Entries to be Processed...

[Click](#) the [Select All](#) button. Each row will in the table will run through a series of internal edits and all that pass will receive a check mark as shown below.

Find  < 1 of 1 >									
	Selected	Name	Short Description	Employee Classification	Salary Grade	Department	*EmplID	Empl Rcd Nbr	
1	<input checked="" type="checkbox"/>	Bunger,Dale E.	PERS2	Regular	W2	003388	1096404	0	<a href="#">+</a> <a href="#">-</a>

A check mark in the Selected Column indicates that the entitlement will be generated and placed in the member's history file upon saving.

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## Removal of Entries From Being Processed...


[Review the list](#) and [click](#) the ☒ box to remove appropriate entries. A blank box ☐ indicates that an entry will not be generated upon saving. The [-](#) button can be used to remove an entire row and gain the same effect.


The [Unselect All](#) button can be used to remove all entries if desired.







*Continued on next page*

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## Add Others Not Listed...

Click the  button in any row to add a blank row.

Next, type the member's employee identification number in the block shown below or use the magnifying glass  to search and select individuals from a list.

Find  < 1-2 of 2 >									
	Selected	Name	Short Description	Employee Classification	Salary Grade	Department	*EmplID	Empl Rcd Nbr	
1	<input checked="" type="checkbox"/>	Bunger,Dale E.	PERS2	Regular	W2	003388	1098104 	0	 
2	<input type="checkbox"/>							0	 


Next, click on the empty box located in the Selected column so an entry will be generated upon saving.

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**Carefully review your work one last time to ensure there are no mistakes before saving.**

9

Click the  button.

*End*